

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 4	Number 8	Effective Date 12/08/10	Review Date 2013
Subject EMPLOYEE SEPARATION PROCEDURES			☐ New Order ☒ Replaces G.O. 4-8, (06/20/06)
References CALEA 22.2.2a, 26.1.7a, 26.1.7b, 26.1.7c VLEPSC PER.03.03a City of Richmond's Personnel Rules 5.11, 6.3(6)			
 _____ Chief of Police or Designee		12/08/10 _____ Date	

I. PURPOSE

The purpose of this directive is to establish the policy and procedure for handling employee separation from the Richmond Police Department and/or city service.

II. POLICY

For various reasons, employees may leave the Richmond Police Department and/or city service. It is the policy of the Richmond Police Department to provide accurate information and assistance to these employees in order to execute the appropriate personnel actions in a timely manner. It is also the policy of the Richmond Police Department to follow the city's retirement plan and advise employees of the procedures to be utilized when retiring from city service. The Chief of Staff or designee shall conduct all exit interviews.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and if appropriate, training, counseling and/or disciplinary action is initiated.

IV. PROCEDURE

An employee may leave the city or department service either voluntarily or involuntarily, and as such certain rights and notification procedures will apply.

A. Employee:

1. Any member of the Richmond Police Department who desires to voluntarily separate from city service must submit a letter of separation through channels, and, if retiring, a Retirement Form (PD-76) to the Chief of Police. The separation letter shall contain the following information:
 - a. The effective date of separation;
 - b. The reason(s) for separation;
 - c. Forwarding Address;
 - d. All Police Department personnel should give at least a two-week (14 calendar days) notice, prior to separating from city service. Failure to provide a two-week notice may result in a “no-rehire” recommendation; and,
 - e. Request for waiver of the 14-day notification period.
2. Prior to the sworn employee’s last work day, he/she must report to the Property & Evidence Unit and give dispositions on all property and evidence submitted by that employee.
3. On or before the employee’s last work day, he/she must return all issued uniforms and equipment ***purchased using the uniform allowance*** to the Quartermaster of Operations.
4. On or before the sworn employee’s last work day, he/she must return all Department issued firearms to the Department’s armorer.
5. On or before the employee’s final work day, he/she must ***schedule an appointment*** with the Chief of Staff or designee for an exit interview.

B. Employee’s Immediate Supervisor:

1. When an employee leaves city service, his/her supervisor shall provide a Notice of Separation from city service for any reason, i.e. retirement, resignation, termination, death, etc.. The employee’s immediate supervisor shall prepare a Separation Packet and immediately contact the Personnel and Recruitment Unit. The following information shall be initially provided to the Personnel and Recruitment Unit and the Payroll Unit via email:
 - a. Employee Name
 - b. Employee Title
 - c. Employee Social Security Number
 - d. Work phone number

- e. Separation date
 - f. Last day at work site
2. Upon receipt of the employee's letter of separation, the immediate supervisor shall complete a Notice of Employee Separation Form (CS-240155). The supervisor must answer question #3, regarding whether or not the supervisor would recommend that the employee be considered for rehire. The immediate supervisor shall also certify that the employee has been cleared through the Property and Evidence Unit and by the Quartermaster. In addition, the supervisor shall make other documented and relevant comments and sign the form, if appropriate.
 3. The supervisor shall also include a summary of any on-going complaints that are being investigated by the Internal Affairs Unit, if applicable.
 4. On or before the employee's final work day, he/she must provide his immediate supervisor with signed PD-156, Property and Evidence Clearance Form and the PD-157, Quartermaster Clearance Form.
 5. The employee separation package shall include the following items noted below and the supervisor shall forward the original and one copy through channels to the OIC, Personnel & Recruitment **Unit**:
 - a. Notice of Separation Form;
 - b. Resignation letter or termination letter; or
 - c. Retirement Form (PD-76);
 - d. Property and Evidence Clearance Form (PD-156);
 - e. Quartermaster Clearance Form (PD-157). The Quartermaster of Operations shall document the status of any lost issued equipment or property; and,
 - f. An updated copy of the employee's original reconciled Leave Record (initialed by the supervisor and employee).
 6. The original Leave Record should be maintained by the immediate supervisor and kept up-to-date until the employee's last day of service. On the employee's final day of work, the immediate supervisor shall reconcile the Leave Record and sign the original copy for inclusion in the Separation Package.
 7. If the employee's separation is a termination, as a result of employee misconduct, the following information shall be provided to the employee:
 - a. A statement citing the reason(s) for dismissal;

- b. The effective date of the dismissal; and,
 - c. If the employee is unavailable to complete any of the separation forms, the employee's immediate supervisor shall complete all necessary forms along with retrieving all departmental equipment.
8. Based on the reason(s) given for the employee's separation, the supervisor shall compile the appropriate Separation Package and submit to the OIC, Personnel & Recruitment *Unit*, as noted above.

C. Payroll Unit:

- 1. Prior to the issuance of the employee's final paycheck, the Payroll Unit shall require the exiting employee to establish an individualized repayment schedule for any lost equipment or property and/or other funds owed to the City of Richmond, if applicable.
 - a. Non-Compliance in the Repayment Schedule:
 - 1) Failure to comply fully with the established repayment schedule may result in the following:
 - a) Delay in a final payout; and/or
 - b) Reduction in final payout by the total loss amount equal to the cost of equipment, if appropriate.

NOTE: Reduction in an employee's final pay is the result of cleaning or repairing costs of inoperative equipment or purchase cost for replacement equipment. Such monies will be reimbursed to the Department and shall be deducted from the employee's final payout.
- 2. The Payroll Unit shall forward a copy of the "TEMS–Employee Management Form-4", *CS-240155 and copy of the employee's leave record documenting accrued vacation, sick and compensatory leave* to the Department of Human Resources for processing the final payout and for removal of the employee from the *TEMS* Time & Attendance Name List.
- 3. In compliance with the City of Richmond's Personnel Rule 6.3(6), Payout Provisions-Upon Separation from city service, any tenured employee shall receive a lump sum payment for the accumulated amount of his/her vacation or compensatory time, up to the maximum payout amount allowed. The city shall deduct from any lump sum payment amount appropriate federal and state taxes, deductions for any amounts owed to the city as an employee, and any other amounts required by law.
- 4. For purposes of retirement, the Payroll Unit shall complete the Retirement Office's Department Certification of Unused Sick Leave Form, which will

then be returned to the Retirement Office within five (5) business days of the employee's last working day.

5. The employee's name shall be removed from the Payroll Report 10 after the Payroll Unit completes the appropriate *separation* processes *and final pay out is processed*.

D. Police Personnel & Recruitment Unit:

1. Shall issue all sworn retirees an identification card and, if departmental funds permit, a personalized badge and badge case will be issued upon the employee's effective date of retirement.
 - a. The sworn retiree will take an updated photograph.
 - b. The photograph will be taken by the Richmond Police Department's Photographer.
 - c. The retiree will be contacted by the Personnel and Recruitment Unit to pick up his/her retirement identification card, personalized badge and badge case (if funds permitted).
 - d. If funds are not permitted, the Property and Evidence Unit will notify the retired employee of the vendor for purchasing the personalized badge and badge case.
2. Shall notify and distribute to all appropriate parties listed below the employee's separation:
 - a. Payroll Unit;
 - b. Human Resources Division Chief;
 - c. Executive Director, Administrative Services; *and*,
 - d. Records & Technology Division.
3. If the separation is a result of a dismissal for the employee's misconduct, the Personnel & Recruitment Unit shall provide the following to the employee.
 - a. A statement of the status of fringe and retirement benefits after dismissal. This information shall be included in the letter of termination to the employee.
 - b. A statement *indicating the effective date and reason for* dismissal.

NOTE: Under normal circumstances, this does not apply to entry-level probationary employees.

E. Employees Applying for Retirement Benefits:

1. Information concerning specifics of the city's retirement plan can be obtained by contacting the Richmond Retirement Office, City Hall, Room 400. The telephone number is 646-5958.
2. The employee shall notify the immediate supervisor of his/her plan to retire by submitting a letter with a completed Retirement Form (PD-76). The employee must be in active pay status (can be on paid leave) on the effective date of retirement.
3. Within 30 days of retirement (not to exceed 90 days), the employee will contact the Richmond Retirement Office to schedule an appointment to complete a Retirement Application Form.
4. When making an application for retirement, Department members will need to supply certain information, such as an original copy of their birth certificate. If applying for Survivor's Option, a copy of the spouse's birth certificate will also be needed. If there is a beneficiary other than the spouse, the following information is required: name, social security number, address, date of birth, and relationship to the applicant.
5. The Retirement Office will forward the completed application form to the Police Department for the signature of the Chief of Police. Once signed, the application will be forwarded to the Police Payroll Unit for salary and history information. The application shall be returned to the Retirement Office.
6. The Retirement Office will notify the Department and the applicant of the Retirement Board's decision.

V. **FORMS**

- A. ***PD-76, Retirement Form***
- B. ***PD-156, Property and Evidence Clearance Form***
- C. ***PD-157, Quartermaster Clearance Form***
- D. ***CS-240155, Notice of Employee Separation Form***